

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
CO-ED SIXTH FORM



## **BTEC REGISTRATION & CERTIFICATION POLICY**

APPROVED: January 2019  
DATE TO BE REVIEWED: January 2020

## BTEC REGISTRATION & CERTIFICATION POLICY

**Approved: November 2021**

**Review: November 2022**

At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

### **Our vision**

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

### **Our Mission**

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

*'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech.' Titus 2: 7-8*

### **St Martin's School Prayer**

Dear God,

We thank you for your love and your promise to be with us.

At school or work, at rest or play, help us to feel near to you and hear your voice.

Guide each one of us to be like St Martin by always showing respect, encouraging one another and serving our community.

Help me to be aware of my talents, be independent, enquiring and hopeful for the future.

Amen

*Inspired by St Martin's Original School Prayer*

**We nurture. We develop. We educate. We are St Martin's.  
BTEC & NCFE Registration & Certification**

Aim:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be traced to the certificate which is issued for each student.

Persons involved: Examinations Officer (EO), Quality Nominee (QN), Lead Internal Verifier (LIV)/Internal Quality Assurer (IQA), Subject Leader (SL), Head of Centre (HoC)

### **Course Registration:**

The Centre will:

- Register each student within the awarding body requirements. The Examinations Officer will send a memo to the Subject Leader requesting confirmation of BTEC/NCFE Course details, Programme Number and QAN. (EO, QN, LIV/IQA, SL)
- Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Subject Leader lists for checking with Programme Number and QAN. Subject Leader to return with any amendments. Meeting held between Examinations Officer and Subject Leader regarding checking of entries. (EO, QN, SL)
- Examinations Officer will register students on Edexcel Online (or via EDI)/NCFE Portal by the 1st of November. Confirmation will be printed and distributed to the Subject Leader. MIS will be used where available to ensure an audit trail is available. (EO, SL)
- Make each student aware of their registration status. (EO, SL)
- If entries are requested by subject leaders after the submission date the Examinations Officer and Quality Nominee will decide based on the suitability of each candidate. Late entries will only be made in exceptional circumstances, where a subject leader can provide a timetable to show how a learner will complete work already covered on the programme. (This also will cover any students that join the centre late). (EO, QN)
- Inform the awarding body of withdrawals, transfers or changes to student's details. Any withdrawals to be confirmed by the Head of Centre. (EO, SL)
- The Examinations Officer does another check on registrations in January to ensure that no registrations have been missed and to withdraw any registrations that are no longer applicable.
- Any withdrawal up to the 31st January the Examinations Officer will apply to Pearson's for a refund of fees.

### **Registration/Entries for External Assessments:**

Pearson Onscreen Tests:

- Requests for Onscreen Tests are made in writing to the Examinations Officer in a timely manner by the Programme Leader (EO, LIV/IQA).
- Examinations Officer cross checks the timetable, school calendar and IT maintenance schedules for suitability (EO)
- Confirmation of learners to be entered are provided to the Examinations Officer. The lists are checked by the SENDCo for students who require access arrangements (LIV/IQA, SENDCo)

- Examinations Officer enters the students via Edexcel Online, ensuring students with 25% extra time are entered appropriately (EO)
- Confirmation of entries sent to Programme Leader (EO, LIV/IQA)
- A suitable time is found to test the computer suites before the examination. (EO)
- The examinations are held in accordance with the ICEA document (EO)
- The results of the assessment are emailed to the Programme Leader upon receipt, and passed on to the learners (EO, LIV/IQA)
- After review, the Programme Leader may request a resit opportunity for learners (LIV/IQA)

#### **External Examinations:**

- The basedata for external examinations is downloaded when available and imported into the MIS (EO)
- Programme Leaders provide written confirmation of the learners to be entered (LIV/IQA)
- Entries for examinations are made via EDI (EO)
- Confirmations of entry are sent to the Programme Leader for verification (EO, LIV/IQA)
- Statements of entry are subsequently provided to learners along with the examination regulations (EO)
- The examinations are held in accordance with the JCQ ICE documentation (EO)
- The results of the assessment are embargoed until the designated date for release to learners (EO)
- Learners are provided with Statements of Results as confirmation of the outcome (EO)

#### **Certification**

- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, SL, LIV/IQA, SENCO)
- Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, LIV/IQA)
- Ensure that all Internal Verification processes are complete by June 1st. At such time the Subject Leader shall finalise their Student Tracker for all registered learners. (EO, LIV/IQA)
- Student Tracker will include the individual final unit grades for all registered learners and these trackers will be forwarded to the Examinations Officer no later than 30th June who will confirm and enter them directly onto Edexcel Online before 4th July with the support of the Lead Internal Verifier for each subject. (LIV/IQA)
- The Examinations Officer will then issue to the subject leaders a copy of the certification report for the subject leader to check and verify accuracy of entries. Records and documentation are cross checked to ensure there are no errors. (EO, QN, LIV/IQA, SL)
- The Examinations Officer will check 25% of each Student tracker against internal department mark sheets to ensure accurate reporting and audit certificate claims made to the awarding body. If any inaccuracies the Examinations Officer shall report to the Quality Nominee who will investigate and confirm the outcome to the Head of Centre for action following the appropriate policy. (EO)
- The Quality Nominee, working with the Head of Centre, will report any untoward practices to Pearson so that a full investigation can take place (QN, HoC)
- Where learners do not complete the full qualification the Examinations Officer will ensure that a certificate claim can be made to ensure that unit credit can be achieved (EO)
- Audit certificate claims made to the awarding body. (EO)

- Audit the certificates received from the awarding body to ensure accuracy and completeness. Certificates are checked upon receipt by the Examinations Officer and kept in secure storage until distribution in the November after the examination series. Errors are reported immediately via the appropriate procedures for the awarding body. (EO)
- Keep all records safely and securely for three years post certificate. Subject level records to be kept on Google Drive by leaders. Registration & Certification records are maintained within the MIS. (EO, QN, LIV/IQA)

#### **Definitions of Key Processes:**

- **Registration:** registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1st November. Exams Officers and delivery staff are required to make sure that learners are registered on the correct programme at the outset. Learners enrolling into flexible start programmes are registered within one month of enrolment.
- **Transfer:** learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.
- **Withdrawal:** SL/LIV/IQA must inform the Head of Centre and let EO know when a learner leaves before completion, so that withdrawals can be made via Edexcel Online/NCFE Portal and a withdrawn learner may be reinstated at a later date.
- **Certification Claims:** full qualification certification or credit certification is claimed via Edexcel Online/NCFE Portal. Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.